**July 16, 2003** 

## PROSTHETICS SIMPLIFIED ACQUISITION PROCEDURES TRAINING

**1. PURPOSE:** This Veterans Health Administration (VHA) Directive provides information regarding implementation of the Simplified Acquisition Procedures (SAP) training tailored to the VHA Prosthetics Purchasing Agents.

## 2. BACKGROUND

- a. The Office of Federal Procurement Policy (OFPP) Policy Letter 92-3 requires that all personnel in General Schedule 1105 (Purchasing) positions complete the Simplified Acquisition Procedures (SAP) training contained in Federal Acquisition Regulation (FAR) Part 13 to receive a basic level warrant. The Prosthetics Purchasing Agents lack a standardized SAP training program to increase their procurement authority above the \$2,500 micro-purchase threshold but below the \$100,000 simplified acquisition threshold. In compliance with OFPP applicable training requirements, only qualified trained personnel will be awarded a basic level warrant.

  \*\*NOTE: Title 38 United States Code (U.S.C.) § 8123, "Procurement of Prosthetics Appliances," provides the Department of Veterans Affairs (VA) with special authority to procure without regard to any other provision of law; however this may only be implemented under the conditions referred to in subparagraph 4a(2).
- b. The SAP training program was developed using selected portions of the FAR, specifically Part 13, "Simplified Acquisition Procedures," and the Defense Acquisition University (DAU) SAP training course.
- **3. POLICY:** It is VHA policy that Prosthetics Purchasing Agents must successfully complete the 40-hour SAP training program to qualify for a basic level warrant. The use of the special procurement authority by VHA Prosthetics Purchasing Agents is limited to the conditions in subparagraph 4a(4).

## 4. ACTION

- a. The Head of Contracting Activity (HCA) is responsible for:
- (1) The efficiency of the training program using the following recommended training modules. To accomplish this, the HCA and the Veterans Integrated Service Networks (VISN) Prosthetics Representative (VPR) need to coordinate the development of measures designed to promote consistency in the frequency of the training, course delivery, duration, testing administration and grading, completion of training and record keeping. The recommended training program breakdown is as follows:

Module	Subject	Training Method	Credit Hours
1	Program Introduction and General Overview	Instructor-led (PowerPoint)	1
2	Course Reading Assignment	Pre-course or in classroom assignment	6
3	Simplified Acquisition Procedures Course	Defense Acquisition University (DAU) CD or Online	16

Module	Subject	Training Method	Credit Hours
4	Federal Supply Schedule (FSS) Acquisitions	GSA U-MAS Instructor-led (PowerPoint) or Online	4
5	Fundamentals of Prosthetic Purchasing	Instructor-led (PowerPoint)	9
6	Acquisition Ethics & Procurement Integrity	Instructor-led (PowerPoint)	1
7	Post Course Examination	Instructor-led	2
8	Post Course Critique	Instructor-led	1
		Total Hours	40

- (2) Issuing a \$25,000 basic level warrant to all Prosthetic Purchasing Agents who successfully complete the SAP training program.
- (3) Ensuring that all warranted Prosthetics Purchasing Agents successfully complete 40 hours of continuing acquisition or business-related education/training every 2 years as required by Office of Federal Procurement Policy Letter Number 97-1, dated September 12, 1997.
- (4) The delegated use of the special procurement authority by VA prosthetics purchasing staff. Use of this authority <u>must only be exercised</u> when:
- (a) The patient's medical need cannot be met through the use of a required source of supply; or
- (b) The required product or service does not meet the medical requirements, and there is documentation to support the special need; or
- (c) The delivery time does not meet the patient medical needs, and there is medical evidence to support the need; or
  - (d) A medical emergency exists, and there is medical evidence to support the need.
- (5) Determining the dollar limit of the basic level warrant up to the simplified acquisition threshold of \$100,000.
- b. The VPR is responsible for submitting a written justification request to the HCA, if the need to increase the \$25,000 limit is critical to conduct day-to-day operations. *NOTE:* Increases between \$25,000 and \$100,000 must be based on the facility's need and the procurement experience of the individual Prosthetics Purchasing Agent.
- c. The Office of Acquisition and Materiel Management (OA&MM) Acquisition Training and Career Development Division must distribute the newest version of DAU training CD to the VISN HCA, and VISN Chief Logistics Officer.

## 5. REFERENCES

- a. Title 38 U.S.C. § 8123.
- b. FAR Part 13.
- **6. FOLLOW-UP RESPONSIBILITY:** The Office of Logistics (10F) is responsible for the contents of this Directive. Inquiries regarding this guidance may be directed to (202) 273-8014.
- 7. RESCISSIONS: None. This VHA Directive expires July 31, 2008.

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